



**Southern California Library Cooperative  
Executive Committee Meeting**

**Thursday, August 22, 2024  
1:00 - 2:00 pm**

**Hybrid Meeting**

**Altadena Main Library  
600 E. Mariposa St., Altadena, CA 91001**

**Alternate Locations:**

Commerce Public Library, 5655 Jillson St., Commerce, CA 90040  
Simi Valley Public Library, 2969 Tapo Canyon Rd., Simi Valley, CA 93063

**Join Zoom Meeting:**

<https://us02web.zoom.us/j/85484792496?pwd=e8845loiJHtkfQ3qS9pmP0bwhHkjMm.1>

Meeting ID: 854 8479 2496

Passcode: 667851

**AGENDA**

All items may be considered for action.

1. Opening Hilda LohGuan
  - a. Chairperson's Welcome
  - b. Roll Call
  
2. Public Comment  
*Opportunity for any guest or member of the public to address the Committee on any item of SCLC business.*
  
3. Consent Calendar Hilda LohGuan  
(ACTION)  
*All items on the consent calendar may be approved by a single motion. Any Council member may request an item be removed from the consent calendar and placed on the agenda for discussion.*
  - a. Minutes of the May 29, 2024, Executive Committee regular meeting
  
4. Adoption of the Agenda Hilda LohGuan

- |  |                  |
|--|------------------|
| 5. Budget Status Report for FY 2023/24<br>(DISCUSSION)   | Andy Beck        |
| 6. Review of 2025 Health Care Premiums<br>(ACTION)   | Andy Beck        |
| 7. Mentorship Program Update and Approval of<br>Materials (ACTION)   | Christine Powers |
| 8. Other<br><i>"...that is, matters initiated in the present meeting." Robert's Rules of Order,<br/>Revised, III, p.21. Limited by Brown Act to discussion only.</i> | Hilda LohGuan    |
| 9. Adjournment   | Hilda LohGuan    |



ACTION ITEMS

Meeting: SCLC Executive Committee Meeting

Date: August 22, 2024

Library: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Agenda Item: \_\_\_\_\_

\_\_\_\_ Aye                  \_\_\_\_ Motion

\_\_\_\_ Nay                  \_\_\_\_ Second

\_\_\_\_ Abstain

Agenda Item: \_\_\_\_\_

\_\_\_\_ Aye                  \_\_\_\_ Motion

\_\_\_\_ Nay                  \_\_\_\_ Second

\_\_\_\_ Abstain

Agenda Item: \_\_\_\_\_

\_\_\_\_ Aye                  \_\_\_\_ Motion

\_\_\_\_ Nay                  \_\_\_\_ Second

\_\_\_\_ Abstain

Agenda Item: \_\_\_\_\_

\_\_\_\_ Aye                  \_\_\_\_ Motion

\_\_\_\_ Nay                  \_\_\_\_ Second

\_\_\_\_ Abstain

Agenda Item: \_\_\_\_\_

\_\_\_\_ Aye                  \_\_\_\_ Motion

\_\_\_\_ Nay                  \_\_\_\_ Second

\_\_\_\_ Abstain

Agenda Item: \_\_\_\_\_

\_\_\_\_ Aye                  \_\_\_\_ Motion

\_\_\_\_ Nay                  \_\_\_\_ Second

\_\_\_\_ Abstain

Email completed forms to: [sclcadmin@socallibraries.org](mailto:sclcadmin@socallibraries.org)



**Southern California Library Cooperative  
Executive Committee Meeting**

**Wednesday, May 29, 2024  
1:00 – 2:00 pm**

**Hybrid Meeting**

**Billy Jean King Main Library  
200 W. Broadway, Long Beach, CA 90802**

Alternate locations:

Azusa City Library, 729 N. Dalton Ave., Azusa, CA 91702  
Simi Valley Public Library, 2969 Tapo Canyon Rd., Simi Valley, CA 93063

**Minutes draft**

**Attendance**

Behle, Kelly – SVPL  
Broman, Susan – LAPL  
Goldman, Elizabeth – BUR  
Hassen, Leila – AZU  
Herbert, Mark – ESPL  
LohGuan, Hilda – AHM  
Nasr, Mandy - CAM  
Walker-Lanz, Jesse – LACO

**Other**

Beck, Andy – SCLC  
Powers, Christine – SCLC  
Snodgrass, Nerissa - SCLC  
Walker, Wayne – SCLC

- 1. Opening Jesse Walker-Lanz  
Meeting called to order at 1:01 pm.
- 2. Public Comment  
*Opportunity for any guest or member of the public to address the Council on any item of SCLC business.*  
None
- 3. Consent Calendar Jesse Walker-Lanz  
(ACTION)  
*All items on the consent calendar may be approved by a single motion. Any Council member may request an item be removed from the consent calendar and placed on the agenda for discussion.*
  - a. Minutes of the March 27, 2024, Executive Committee meeting
  - b. Minutes of the March 27, 2024, Special Closed Session Executive

Committee meeting

c. Proposed SCLC Holidays FY 2024/25

MSP (LohGuan/Behle) to pass the Consent Calendar, without changes.

7 yes, 0 no, 0 abstain

4. Adoption of Agenda

Jesse Walker-Lanz

Chair adopts the Agenda as presented, without objection.

*Many Nasr joined at 1:07 pm.*

5. Budget Status Report for FY 2023/24

Andy Beck

(DISCUSSION)

Controller Andy Beck provided an update regarding the status of SCLC's budget for FY 2023/24.

6. CLSA Plan of Service and Budget for FY 2024/25

Christine Powers

(ACTION)

MSP (Goldman/Broman) Recommend to the Administrative Council that \$365,773 in roll over funds be allocated as distribution to members to use for eResources, and authorize staff to work with Chair to complete and sign the FY 2024/25 Plan of Service and Budget for submission to the State Library.

8 yes, 0 no, 0 abstain

7. Consideration of Other Post Employment Benefits

Christine Powers

(ACTION)

MSP (LohGuan/Herbert) Recommend to the Administrative Council to authorize the SCLC Chair to sign Resolution No. 2024-01 Fixing the Employer Contribution Under the Public Employees' Medical and Hospital Care Act at an Equal Amount for Employees and Annuitants. The resolution would set the monthly contribution for retiree health benefits to the PEMHCA minimum and would become effective January 2025.

8 yes, 0 no, 0 abstain

8. Proposed Budget for FY 2024/25

Andy Beck

(ACTION)

MSP (Herbert/Nasr) Recommend to the Administrative Council to approve the FY 2024/25 Proposed Budget, pending final approvals of CLSB and the Governor's budget.

8 yes, 0 no, 0 abstain

9. Consideration of SCLC Mission and Vision

Christine Powers

Statements

(ACTION)

MSP (Broman/LohGuan) Recommend to the Administrative Council to consider approving option 2A.

8 yes, 0 no, 0 abstain

10. Other

Jesse Walker-Lanz

*"...that is, matters initiated in the present meeting." Robert's Rules of Order, Revised, III, p.21. Limited by Brown Act to discussion only.*

None

11. Adjournment

MSP (LohGuan/Behle) to adjourn meeting at 1:49 pm.

Jesse Walker-Lanz

DRAFT



**REPORT TO THE EXECUTIVE COMMITTEE**  
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: August 22, 2024  
FROM: Andy Beck, Controller

SUBJECT: **Budget Status Report for FY 2023/24 (DISCUSSION)**

BACKGROUND: Budget Status Report for Fiscal Year 2023/24 is attached for review and reflects reconciled bank statements through June 30, 2024.

Financial highlights for revenues include the receipt of 100% of FY 2023/24 membership dues. For expenses, there have been no unexpected expenses since the last meeting.

There is a surplus of \$25,915 for the fiscal year ended June 30, 2024.

FISCAL IMPACT: None

RECOMMENDATION: Information

EXHIBITS:

- a. Budget Status Report
- b. Bank Statements (April - June 2024)

	Proposed Budget FY 23/24	FY22/23 Actual	FY2324 Actual	Amount Unrealized	Percent Unrealized	Percent Realized	Note
<b>Revenues:</b>							
CLSA baseline revenue (communications and delivery)	\$ 599,447	\$ 142,870	\$ 436,575	\$ 162,872	27%	73%	Rollover = 39,843; CLSA = 559,604
CLSA system administration	139,900	140,833	139,900	-	0%	100%	Received in December 2023
Fiscal and administration revenues	223,784	211,702	221,285	2,499	1%	99%	CLSA = 202,209; Shared expense = 21,575
Grant project revenues	1,226,432	2,377,231	1,914,962	(688,530)	-56%	156%	
Grant indirect revenues	131,523	161,330	154,803	(23,280)	-18%	118%	
Grant staffing revenues	142,045	84,781	167,702	(25,657)	-18%	118%	
Membership dues	237,064	210,681	237,065	(1)	0%	100%	Lump sum billing; 100% received
Califa membership dues	13,590	13,590	13,591	(1)	0%	100%	Lump sum billing; 100% received
Investment income	100,000	40,115	115,955	(15,955)	-16%	116%	LAIF and CEPPT reported quarterly
Other	1,000	2,485	1,867	(867)	-87%	187%	
<b>Total revenues</b>	<b>2,814,785</b>	<b>3,385,618</b>	<b>3,403,705</b>	<b>(588,920)</b>	<b>-21%</b>	<b>121%</b>	
<b>Expenditures:</b>							
<b>CLSA baseline expenditures:</b>							
Office supplies	14,500	5,907	7,123	7,377	51%	49%	
E-Resources	369,647	1,212	321,638	48,009	13%	87%	
Contract services for delivery	172,500	68,206	63,026	109,474	63%	37%	Reliant
Contract services	19,000	15,869	19,250	(250)	-1%	101%	Audit; GASB 75
Telecommunications	21,800	16,681	24,245	(2,445)	-11%	111%	Internet; website; IT; Phone; VOIP; Zoom
Resource sharing	-	34,995	-	-			PY - Scanners; CY - No allocation
Capital Outlay	2,000	-	1,293	707	35%	65%	
<b>Total CLSA baseline expenditures</b>	<b>599,447</b>	<b>142,870</b>	<b>436,575</b>	<b>162,872</b>	<b>27%</b>	<b>73%</b>	
<b>CLSA administration expenditures:</b>							
<b>Personnel</b>							
Salary and wages	603,693	517,555	627,738	(24,045)	-4%	104%	Severance pay
Retirement benefits	62,700	46,628	60,668	2,032	3%	97%	
Unfunded pension liability	151,107	152,775	146,217	4,890	3%	97%	Discount with one time payment
Health insurance - current employees	56,000	46,491	55,083	917	2%	98%	
Health insurance - retired employees	46,300	47,102	44,973	1,327	3%	97%	
Dental and vision	5,400	5,063	5,236	164	3%	97%	Ameritas
Life insurance	2,300	1,214	1,554	746	32%	68%	Lincoln; Dearborn
Other personnel expenses	15,500	14,394	15,034	466	3%	97%	Payroll tax; Workers comp
<b>Total personnel expenditures</b>	<b>943,000</b>	<b>831,222</b>	<b>956,503</b>	<b>(13,503)</b>	<b>-1%</b>	<b>101%</b>	
<b>Other</b>							
Payroll processing	7,000	7,766	6,950	50	1%	99%	Paychex; Paychex HR; Time/Attendance
Accounting software	4,000	3,969	4,118	(118)	-3%	103%	Lump sum payment
Office space rent	25,800	25,716	25,716	84	0%	100%	
Insurance	2,400	2,280	2,373	27	1%	99%	General liability
Travel/conference/meeting	10,000	9,028	8,075	1,925	19%	81%	Retreat
Membership dues	14,600	13,848	13,943	657	5%	96%	Payment to Califa
Legal	12,000	11,220	6,560	5,440	45%	55%	
Professional other	-	79,423	-	-			PY Accountant; Consultant
Other	3,000	3,590	2,015	985	33%	67%	GASB 68 report
<b>Total other expenditures</b>	<b>78,800</b>	<b>156,840</b>	<b>69,750</b>	<b>9,050</b>	<b>11%</b>	<b>89%</b>	
<b>Total CLSA administration expenditures</b>	<b>1,021,800</b>	<b>988,062</b>	<b>1,026,253</b>	<b>(4,453)</b>	<b>0%</b>	<b>100%</b>	
<b>Grant project expenditure</b>	<b>1,226,432</b>	<b>2,377,231</b>	<b>1,914,962</b>	<b>(688,530)</b>	<b>-56%</b>	<b>156%</b>	
<b>Total expenditure</b>	<b>2,847,679</b>	<b>3,508,163</b>	<b>3,377,790</b>	<b>(530,111)</b>	<b>-19%</b>	<b>119%</b>	
<b>Deficit of revenues over expenditures</b>	<b>\$ (32,894)</b>	<b>\$ (122,545)</b>	<b>\$ 25,915</b>	<b>\$ (58,809)</b>	<b>179%</b>	<b>-79%</b>	

**SCLC ACCOUNT BALANCES**

Chase	\$ 1,754,232
U.S. Treasuries	1,954,247
Local Agency Investment Fund	165,007
CA Employer's Pension Prefunding Trust	94,314
<b>Total</b>	<b>\$ 3,967,800</b>



Southern California Library Cooperative  
Budget Status Report  
June 30, 2024

**CLSA FUNDS**

	<b>FISCAL YEAR 2023-24</b>			
	<b>Beginning</b>	<b>Addition</b>	<b>Deletions</b>	<b>Ending</b>
E-Resources	\$ -	\$ 379,630	\$ -	\$ 379,630
Delivery	-	150,487	(42,465)	108,022
Contracted services	-	15,764	(16,014)	(250)
Office supplies	-	11,723	(3,730)	7,993
Capital outlay	-	2,000	-	2,000
	<u>\$ -</u>	<u>\$ 559,604</u>	<u>\$ (62,209)</u>	<u>\$ 497,395</u>

	<b>FISCAL YEAR 2022-23</b>				
	<b>Beginning</b>	<b>Addition</b>	<b>Deletions</b>	<b>Ending</b>	
E-Resources	\$ 445,338	\$ -	\$ (44,039)	\$ 401,299	Remaining \$365,773
Delivery	21,854	-	(21,854)	-	
Contracted services	3,236	-	(3,236)	-	
Telecommunications	30,000	-	(20,726)	9,274	
Office supplies	3,393	-	(3,393)	-	
	<u>\$ 503,821</u>	<u>\$ -</u>	<u>\$ (93,248)</u>	<u>\$ 410,573</u>	

	<b>FISCAL YEAR 2021-22</b>				
	<b>Beginning</b>	<b>Addition</b>	<b>Deletions</b>	<b>Ending</b>	
E-Resources	\$ 288,419	\$ -	\$ (212,963)	\$ 75,456	Pressreader
Telecommunications	3,519	-	(3,519)	-	
	<u>\$ 291,938</u>	<u>\$ -</u>	<u>\$ (216,482)</u>	<u>\$ 75,456</u>	

	<b>FISCAL YEAR 2020-21</b>				
	<b>Beginning</b>	<b>Addition</b>	<b>Deletions</b>	<b>Ending</b>	
E-Resources	\$ 64,636	\$ -	\$ (64,636)	\$ -	Pressreader
	<u>\$ 64,636</u>	<u>\$ -</u>	<u>\$ (64,636)</u>	<u>\$ -</u>	



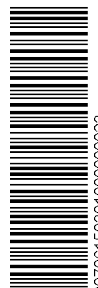
JPMorgan Chase Bank, N.A.  
 P O Box 182051  
 Columbus, OH 43218 - 2051

March 30, 2024 through April 30, 2024  
 Account Number: **000000529823372**

**CUSTOMER SERVICE INFORMATION**

Web site: [www.Chase.com](http://www.Chase.com)  
 Service Center: **1-877-425-8100**  
 Para Espanol: 1-888-622-4273  
 International Calls: 1-713-262-1679  
 We accept operator relay calls

00070615DRE 703 210 12424 NNNNNNNNNN 1 000000000 Z9 0000  
 SOUTHERN CALIFORNIA LIBRARY COOPERATIVE  
 OPERATING ACCOUNT  
 222 E HARVARD ST  
 GLENDALE CA 91205-1017



**CHECKING SUMMARY**

Chase Platinum Business Checking

	INSTANCES	AMOUNT
<b>Beginning Balance</b>		<b>\$1,827,770.02</b>
Deposits and Additions	3	2,146,808.33
Checks Paid	32	-134,229.31
Electronic Withdrawals	24	-482,708.52
Other Withdrawals	1	-2,000,000.00
Fees	1	-7.50
<b>Ending Balance</b>	<b>61</b>	<b>\$1,357,633.02</b>

Your Chase Platinum Business Checking account provides:

- No transaction fees for unlimited electronic deposits (including ACH, ATM, wire, Chase Quick Deposit)
- 500 debits and non-electronic deposits (those made via check or cash in branches) per statement cycle
- \$25,000 in cash deposits per statement cycle
- Unlimited return deposited items with no fee

There are additional fee waivers and benefits associated with your account – please refer to your Deposit Account Agreement for more information.

**DEPOSITS AND ADDITIONS**

DATE	DESCRIPTION	AMOUNT
04/03	Remote Online Deposit 1	\$100,000.00
04/03	Transfer From CD Xxxxxxxx6546	2,046,563.33
04/22	Orig CO Name:Paychex Tps Orig ID:1161124166 Desc Date:041924 CO Entry Descr:Taxes Sec:CCD Trace#:021000027448671 Eed:240422 Ind ID:07103000033760X Ind Name:Southern California Li 38430 Trn: 1137448671Tc	245.00
<b>Total Deposits and Additions</b>		<b>\$2,146,808.33</b>

**CHECKS PAID**

CHECK NO.	DESCRIPTION	DATE PAID	AMOUNT
1128 ^		04/22	\$4,725.00
1129 ^		04/30	597.98
1131 * ^		04/30	7,968.60
1132 ^		04/30	1,560.84



March 30, 2024 through April 30, 2024  
 Account Number: **000000529823372**

**CHECKS PAID** (continued)

CHECK NO.	DESCRIPTION	DATE PAID	AMOUNT
1139 * ^		04/04	4,000.00
1141 * ^		04/11	729.00
1142 ^		04/05	1,395.00
1143 ^		04/01	108.80
1144 ^		04/11	3,000.00
1145 ^		04/01	5,872.50
1146 ^		04/01	3,000.00
1148 * ^		04/08	2,500.00
1149 ^		04/12	2,405.00
1150 ^		04/11	5,962.50
1151 ^		04/15	4,725.00
1152 ^		04/16	3,675.00
1153 ^		04/16	4,725.00
1154 ^		04/15	4,725.00
1155 ^		04/11	4,000.00
1156 ^		04/16	5,917.50
1157 ^		04/16	4,000.00
1158 ^		04/15	445.00
1159 ^		04/16	4,725.00
1160 ^		04/22	47.24
1161 ^		04/25	2,143.00
1162 ^		04/23	5,737.50
1163 ^		04/30	27,024.35
1164 ^		04/29	3,000.00
1165 ^		04/29	3,000.00
1166 ^		04/25	3,600.00
1167 ^		04/29	5,917.50
1168 ^		04/25	2,997.00

**Total Checks Paid** **\$134,229.31**

If you see a description in the Checks Paid section, it means that we received only electronic information about the check, not the original or an image of the check. As a result, we're not able to return the check to you or show you an image.

\* All of your recent checks may not be on this statement, either because they haven't cleared yet or they were listed on one of your previous statements.

^ An image of this check may be available for you to view on Chase.com.

**ELECTRONIC WITHDRAWALS**

DATE	DESCRIPTION	AMOUNT
04/01	Orig CO Name:*Lincoln Natlife Orig ID:6203950959 Desc Date: CO Entry Descr:Prepaymentsec:CCD Trace#:091000018257651 Eed:240401 Ind ID:1253444 Ind Name:Southern California Li 91000011181151 0046Ardpr661C Trn: 0928257651Tc	\$101.65
04/03	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:3100 Sec:CCD Trace#:042000019145425 Eed:240403 Ind ID:7503917825 Ind Name:Southern California Li 100000017451439 Cur Trn: 0949145425Tc	1,938.76
04/03	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:3100 Sec:CCD Trace#:042000019145427 Eed:240403 Ind ID:7503917825 Ind Name:Southern California Li 100000017451505 Cur Trn: 0949145427Tc	1,536.33
04/04	04/04 Online ACH Payment 11127791663 To Sclcdelivery (_#####3792)	2,586.00



**ELECTRONIC WITHDRAWALS** (continued)

DATE	DESCRIPTION	AMOUNT
04/10	Orig CO Name:Paychex Eib Orig ID:1161124166 Desc Date:240410 CO Entry Descr:Invoice Sec:CCD Trace#:021000023538936 Eed:240410 Ind ID:X06806100028539 Ind Name:Southern California Trn: 1013538936Tc	223.00
04/10	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:1800 Sec:CCD Trace#:042000014754626 Eed:240410 Ind ID:7503917825 Ind Name:Southern California Li 100000017486403 Pab Trn: 1014754626Tc	5,479.90
04/10	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:1900 Sec:CCD Trace#:011000024754629 Eed:240410 Ind ID:7503917825 Ind Name:Southern California Li 100000017498687 Irc Trn: 1014754629Tc	1,749.21
04/11	Orig CO Name:Paychex Orig ID:1161124166 Desc Date: CO Entry Descr:Payroll Sec:CCD Trace#:043000090749904 Eed:240411 Ind ID:06990100003469X Ind Name:Southern California Li Trn: 1020749904Tc	14,202.96
04/11	Orig CO Name:Paychex Tps Orig ID:1161124166 Desc Date:041024 CO Entry Descr:Taxes Sec:CCD Trace#:091000010749906 Eed:240411 Ind ID:06985600003022X Ind Name:Southern California Li 38397 Trn: 1020749906Tc	4,445.47
04/12	Orig CO Name:Paychex-Hrs Orig ID:2555124166 Desc Date: CO Entry Descr:Hrs Pmt Sec:CCD Trace#:021000026483996 Eed:240412 Ind ID:45478214 Ind Name:Southern California Trn: 1036483996Tc	184.00
04/15	Orig CO Name:Progent Corporat Orig ID:1273846756 Desc Date:240412 CO Entry Descr:8007939400Sec:CCD Trace#:091000014403174 Eed:240415 Ind ID:9409367809 Ind Name:Southern California Li 20240412073001Pgach Trn: 1064403174Tc	546.00
04/16	04/16 Online ACH Payment 11128875125 To Scldelivery (_#####3792)	2,397.00
04/17	04/17 Online ACH Payment 11129019521 To Pillardesignsllc (_#####7485)	374,000.00
04/17	Orig CO Name:American Express Orig ID:9493560001 Desc Date:240417 CO Entry Descr:ACH Pmt Sec:CCD Trace#:021000023789092 Eed:240417 Ind ID:A3106 Ind Name:Christine Powers Am Trn: 1083789092Tc	1,232.56
04/18	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:3100 Sec:CCD Trace#:042000015203128 Eed:240418 Ind ID:7503917825 Ind Name:Southern California Li 100000017480227 Cur Trn: 1095203128Tc	1,938.76
04/18	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:1900 Sec:CCD Trace#:011000025203133 Eed:240418 Ind ID:7503917825 Ind Name:Southern California Li 100000017504670 Irc Trn: 1095203133Tc	1,749.21
04/18	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:3100 Sec:CCD Trace#:042000015203130 Eed:240418 Ind ID:7503917825 Ind Name:Southern California Li 100000017480286 Cur Trn: 1095203130Tc	1,436.72
04/22	Orig CO Name:Paychex-Oab Orig ID:1161124166 Desc Date: CO Entry Descr:Invoice Sec:CCD Trace#:021000023504564 Eed:240422 Ind ID:07106200006440X Ind Name:Southern Califor Paychex-Oab Trn: 1133504564Tc	99.00
04/23	Orig CO Name:Paychex Tps Orig ID:1161124166 Desc Date:042224 CO Entry Descr:Taxes Sec:CCD Trace#:091000019622110 Eed:240423 Ind ID:07133700000288X Ind Name:Southern California Li 38437 Trn: 1149622110Tc	5,396.23
04/23	Orig CO Name:Mastercard Orig ID:1465106539 Desc Date: CO Entry Descr:Payment Sec:Web Trace#:091000019622108 Eed:240423 Ind ID:547544Xxxxx9920 Ind Name:Bl Acct 00001010-10000 Trn: 1149622108Tc	2,900.55
04/25	Orig CO Name:Paychex-Rcx Orig ID:1161124166 Desc Date: CO Entry Descr:Payroll Sec:CCD Trace#:021000028063956 Eed:240425 Ind ID:07169200000422X Ind Name:Southern California Li Paychex-Rcx Trn: 1168063956Tc	16,425.90



10706150302000000063



**ELECTRONIC WITHDRAWALS** (continued)

DATE	DESCRIPTION	AMOUNT
04/25	Orig CO Name:Paychex Tps      Orig ID:1161124166 Desc Date:042424 CO Entry Desc:Taxes    Sec:CCD    Trace#:021000028063954 Eed:240425    Ind ID:07170500000877X Ind Name:Southern California Li      38445 Trn: 1168063954Tc	4,893.42
04/30	04/30 Online ACH Payment 11130245072 To Scldelivery (_#####3792)	2,586.00
04/30	04/30 Online ACH Payment 11130245763 To Ifixit (_#####1267)	34,659.89
<b>Total Electronic Withdrawals</b>		<b>\$482,708.52</b>

**OTHER WITHDRAWALS**

DATE	DESCRIPTION	AMOUNT
04/11	Withdrawal	\$2,000,000.00
<b>Total Other Withdrawals</b>		<b>\$2,000,000.00</b>

**FEEES**

DATE	DESCRIPTION	AMOUNT
04/03	Service Charges For The Month of March	\$7.50
<b>Total Fees</b>		<b>\$7.50</b>

**DAILY ENDING BALANCE**

DATE	AMOUNT	DATE	AMOUNT	DATE	AMOUNT
04/01	\$1,818,687.07	04/11	1,911,494.77	04/22	1,488,041.78
04/03	3,961,767.81	04/12	1,908,905.77	04/23	1,474,007.50
04/04	3,955,181.81	04/15	1,898,464.77	04/25	1,443,948.18
04/05	3,953,786.81	04/16	1,873,025.27	04/29	1,432,030.68
04/08	3,951,286.81	04/17	1,497,792.71	04/30	1,357,633.02
04/10	3,943,834.70	04/18	1,492,668.02		

**SERVICE CHARGE SUMMARY**

Monthly Service Fee	\$0.00
Other Service Charges	\$7.50
<b>Total Service Charges</b>	<b>\$7.50</b> Will be assessed on 5/3/24

The monthly service fee was waived on your Chase Platinum Business Checking account because you maintained the required relationship balance.

**SERVICE CHARGE DETAIL**

DESCRIPTION	VOLUME	ALLOWED	CHARGED	PRICE/ UNIT	TOTAL
<b>Monthly Service Fee</b>					
Monthly Service Fee Waived	0			\$95.00	\$0.00
<b>Other Service Charges:</b>					
<b>Electronic Credits</b>					
Electronic Items Deposited	1	Unlimited	0	\$0.40	\$0.00
Electronic Credits	2	Unlimited	0	\$0.40	\$0.00
<b>Credits</b>					
Non-Electronic Transactions	51	500	0	\$0.40	\$0.00
<b>Cash Management Services</b>					
Standard ACH Pmnts Initial Fee	3	0	3	\$2.50	\$7.50



March 30, 2024 through April 30, 2024  
Account Number: 000000529823372

**SERVICE CHARGE DETAIL** (continued)

DESCRIPTION	VOLUME	ALLOWED	CHARGED	PRICE/ UNIT	TOTAL
Debit Block Maintenance	1	0	1	\$0.00	\$0.00
ACH Debit Block - Authorized ID	22	0	22	\$0.00	\$0.00
Quick Deposit Single Feed Maint	1	0	1	\$0.00	\$0.00
<b>Subtotal Other Service Charges (Will be assessed on 5/3/24)</b>					<b>\$7.50</b>

ACCOUNT 000000529823372

**Other Service Charges:**

**Electronic Credits**

Electronic Items Deposited	1
Electronic Credits	2

**Credits**

Non-Electronic Transactions	51
-----------------------------	----

**Cash Management Services**

Standard ACH Pmnts Initial Fee	3
Debit Block Maintenance	1
ACH Debit Block - Authorized ID	22
Quick Deposit Single Feed Maint	1

Reminder: Fees associated with ACH Payments, Real Time Payments, Same Day ACH, ACH Collections and Chase QuickDeposit<sup>SM</sup> are based on previous month activity.

**IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:**

Call us at 1-866-564-2262 or write us at the address on the front of this statement immediately if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt.

**For personal accounts only:** We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. Be prepared to give us the following information:

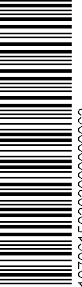
- Your name and account number;
- A description of the error or the transaction you are unsure about, and why you think it is an error or want more information; and
- The amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days for new accounts) to do this, we will credit your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation.

**For business accounts,** see your deposit account agreement or other applicable agreements that govern your account for details.

**IN CASE OF ERRORS OR QUESTIONS ABOUT NON-ELECTRONIC FUNDS TRANSFERS:** Contact us immediately if your statement is incorrect or if you need more information about any non-electronic funds transfers on this statement. For more details, see your deposit account agreement or other applicable agreements that govern your account.

JPMorgan Chase Bank, N.A. Member FDIC



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March 30, 2024 through April 30, 2024  
Account Number: **000000529823372**

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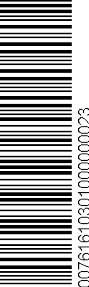
JPMorgan Chase Bank, N.A.  
P O Box 182051  
Columbus, OH 43218 - 2051

May 01, 2024 through May 31, 2024  
Account Number: **000000529823372**

**CUSTOMER SERVICE INFORMATION**

Web site: **www.Chase.com**  
Service Center: **1-877-425-8100**  
Para Espanol: **1-888-622-4273**  
International Calls: **1-713-262-1679**  
We accept operator relay calls

00076161 DRE 703 210 15724 NNNNNNNNNN 1 000000000 Z9 0000  
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE  
OPERATING ACCOUNT  
222 E HARVARD ST  
GLENDALE CA 91205-1017



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**CHECKING SUMMARY**

Chase Platinum Business Checking

	INSTANCES	AMOUNT
<b>Beginning Balance</b>		<b>\$1,357,633.02</b>
Deposits and Additions	3	419,962.96
Checks Paid	12	-50,523.00
Electronic Withdrawals	26	-127,337.28
Fees	1	-7.50
<b>Ending Balance</b>	<b>42</b>	<b>\$1,599,728.20</b>

Your Chase Platinum Business Checking account provides:

- No transaction fees for unlimited electronic deposits (including ACH, ATM, wire, Chase Quick Deposit)
- 500 debits and non-electronic deposits (those made via check or cash in branches) per statement cycle
- \$25,000 in cash deposits per statement cycle
- Unlimited return deposited items with no fee

There are additional fee waivers and benefits associated with your account – please refer to your Deposit Account Agreement for more information.

**DEPOSITS AND ADDITIONS**

DATE	DESCRIPTION		AMOUNT
05/02	Remote Online Deposit	1	\$413,434.00
05/15	Remote Online Deposit	1	6,270.00
05/15	Remote Online Deposit	1	258.96
<b>Total Deposits and Additions</b>			<b>\$419,962.96</b>

**CHECKS PAID**

CHECK NO.	DESCRIPTION	DATE PAID	AMOUNT
1170 ^		05/07	\$4,725.00
1171 ^		05/02	4,725.00
1172 ^		05/16	3,150.00
1173 ^		05/20	4,525.00
1174 ^		05/06	5,737.50
1175 ^		05/03	4,725.00
1176 ^		05/09	2,500.00
1177 ^		05/13	5,242.50





**CHECKS PAID** (continued)

CHECK NO.	DESCRIPTION	DATE PAID	AMOUNT
1178 ^		05/23	2,143.00
1179 ^		05/21	5,917.50
1180 ^		05/23	1,260.00
1181 ^		05/24	5,872.50
<b>Total Checks Paid</b>			<b>\$50,523.00</b>

If you see a description in the Checks Paid section, it means that we received only electronic information about the check, not the original or an image of the check. As a result, we're not able to return the check to you or show you an image.

^ An image of this check may be available for you to view on Chase.com.

**ELECTRONIC WITHDRAWALS**

DATE	DESCRIPTION	AMOUNT
05/02	Orig CO Name: Calpers Orig ID: 1946207465 Desc Date: CO Entry Descr: 3100 Sec: CCD Trace#: 042000018696536 Eed: 240502 Ind ID: 7503917825 Ind Name: Southern California Li 100000017480251 Cur Trn: 1238696536Tc	\$2,460.48
05/02	Orig CO Name: Calpers Orig ID: 1946207465 Desc Date: CO Entry Descr: 1900 Sec: CCD Trace#: 011000028696541 Eed: 240502 Ind ID: 7503917825 Ind Name: Southern California Li 100000017524158 Irc Trn: 1238696541Tc	1,749.21
05/02	Orig CO Name: Calpers Orig ID: 1946207465 Desc Date: CO Entry Descr: 3100 Sec: CCD Trace#: 042000018696538 Eed: 240502 Ind ID: 7503917825 Ind Name: Southern California Li 100000017480306 Cur Trn: 1238696538Tc	1,436.72
05/03	Orig CO Name: Calpers Orig ID: 1946207465 Desc Date: CO Entry Descr: 1800 Sec: CCD Trace#: 042000013091573 Eed: 240503 Ind ID: 7503917825 Ind Name: Southern California Li 100000017517054 Pab Trn: 1243091573Tc	5,479.90
05/03	Orig CO Name: +Lincoln Nationa Orig ID: 6203950959 Desc Date: CO Entry Descr: EDI Pymntssec: CCD Trace#: 091000013091576 Eed: 240503 Ind ID: Bvyimcwrk Ind Name: Southern California Li Rmr*IV*91000011195857Ardis-Prem\ EDI Trn: 1243091576Tc	101.65
05/07	05/07 Online ACH Payment 11131001620 To Christiantheyer (_#####0823)	5,833.75
05/09	Orig CO Name: Paychex-Rcx Orig ID: 1161124166 Desc Date: CO Entry Descr: Payroll Sec: CCD Trace#: 021000022327546 Eed: 240509 Ind ID: 07344800001829X Ind Name: Southern California Li Paychex-Rcx Trn: 1302327546Tc	14,396.59
05/09	Orig CO Name: Paychex Tps Orig ID: 1161124166 Desc Date: 050824 CO Entry Descr: Taxes Sec: CCD Trace#: 021000022327544 Eed: 240509 Ind ID: 07344400000958X Ind Name: Southern California Li 38491 Trn: 1302327544Tc	4,548.60
05/09	05/09 Online ACH Payment 11130994995 To Lsanholdingsllc (_#####1086)	35,977.50
05/10	Orig CO Name: Paychex Eib Orig ID: 1161124166 Desc Date: 240510 CO Entry Descr: Invoice Sec: CCD Trace#: 021000023973646 Eed: 240510 Ind ID: X07173000014473 Ind Name: Southern California Trn: 1313973646Tc	404.50
05/10	Orig CO Name: Paychex-Hrs Orig ID: 2555124166 Desc Date: CO Entry Descr: Hrs Pmt Sec: CCD Trace#: 021000023973644 Eed: 240510 Ind ID: 45692687 Ind Name: Southern California Trn: 1313973644Tc	184.00
05/15	05/15 Online ACH Payment 11131842418 To Scldelivery (_#####3792)	2,586.00
05/16	Orig CO Name: Calpers Orig ID: 1946207465 Desc Date: CO Entry Descr: 3100 Sec: CCD Trace#: 042000016436684 Eed: 240516 Ind ID: 7503917825 Ind Name: Southern California Li 100000017510629 Cur Trn: 1376436684Tc	1,996.73
05/16	Orig CO Name: Calpers Orig ID: 1946207465 Desc Date: CO Entry Descr: 1900 Sec: CCD Trace#: 011000026436689 Eed: 240516 Ind ID: 7503917825 Ind Name: Southern California Li 100000017533739 Irc Trn: 1376436689Tc	1,749.21



**ELECTRONIC WITHDRAWALS** (continued)

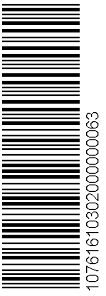
DATE	DESCRIPTION	AMOUNT
05/16	Orig CO Name: Calpers Orig ID: 1946207465 Desc Date: CO Entry Descr: 3100 Sec: CCD Trace#: 042000016436686 Eed: 240516 Ind ID: 7503917825 Ind Name: Southern California Li 100000017510667 Cur Trn: 1376436686Tc	1,436.72
05/16	Orig CO Name: Progent Corporat Orig ID: 1273846756 Desc Date: 240515 CO Entry Descr: 8007939400 Sec: CCD Trace#: 091000016436682 Eed: 240516 Ind ID: 9523924752 Ind Name: Southern California Li 20240515073000Pgcach Trn: 1376436682Tc	275.00
05/17	Orig CO Name: American Express Orig ID: 9493560001 Desc Date: 240517 CO Entry Descr: ACH Pmt Sec: CCD Trace#: 021000024498991 Eed: 240517 Ind ID: A4348 Ind Name: Christine Powers Am Trn: 1384498991Tc	11,904.74
05/20	Orig CO Name: Paychex-Oab Orig ID: 1161124166 Desc Date: CO Entry Descr: Invoice Sec: CCD Trace#: 021000022457410 Eed: 240520 Ind ID: 07455300011741X Ind Name: Southern Califor Paychex-Oab Trn: 1412457410Tc	128.00
05/22	Orig CO Name: Mastercard Orig ID: 1465106539 Desc Date: CO Entry Descr: Payment Sec: Web Trace#: 091000015392279 Eed: 240522 Ind ID: 547544Xxxxx9920 Ind Name: BI Acct 00001010-10000 Trn: 1435392279Tc	1,620.38
05/23	Orig CO Name: Paychex Orig ID: 1161124166 Desc Date: CO Entry Descr: Payroll Sec: CCD Trace#: 043000098031535 Eed: 240523 Ind ID: 07514700003227X Ind Name: Southern California Li Trn: 1448031535Tc	14,396.58
05/23	Orig CO Name: Paychex Tps Orig ID: 1161124166 Desc Date: 052224 CO Entry Descr: Taxes Sec: CCD Trace#: 091000018031537 Eed: 240523 Ind ID: 07509200002879X Ind Name: Southern California Li 38535 Trn: 1448031537Tc	4,548.61
05/28	05/28 Online ACH Payment 11133018063 To Scldelivery ( _#####3792)	2,586.00
05/28	05/28 Online ACH Payment 11133029232 To Christiantheyer ( _#####0823)	6,353.75
05/30	Orig CO Name: Calpers Orig ID: 1946207465 Desc Date: CO Entry Descr: 3100 Sec: CCD Trace#: 042000010163715 Eed: 240530 Ind ID: 7503917825 Ind Name: Southern California Li 100000017510649 Cur Trn: 1510163715Tc	1,996.73
05/30	Orig CO Name: Calpers Orig ID: 1946207465 Desc Date: CO Entry Descr: 1900 Sec: CCD Trace#: 011000020163720 Eed: 240530 Ind ID: 7503917825 Ind Name: Southern California Li 100000017552439 Irc Trn: 1510163720Tc	1,749.21
05/30	Orig CO Name: Calpers Orig ID: 1946207465 Desc Date: CO Entry Descr: 3100 Sec: CCD Trace#: 042000010163717 Eed: 240530 Ind ID: 7503917825 Ind Name: Southern California Li 100000017510687 Cur Trn: 1510163717Tc	1,436.72
<b>Total Electronic Withdrawals</b>		<b>\$127,337.28</b>

**FEES**

DATE	DESCRIPTION	AMOUNT
05/03	Service Charges For The Month of April	\$7.50
<b>Total Fees</b>		<b>\$7.50</b>

**DAILY ENDING BALANCE**

DATE	AMOUNT	DATE	AMOUNT	DATE	AMOUNT
05/02	\$1,760,695.61	05/07	1,734,085.31	05/13	1,670,831.62
05/03	1,750,381.56	05/09	1,676,662.62	05/15	1,674,774.58
05/06	1,744,644.06	05/10	1,676,074.12	05/16	1,666,166.92



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**DAILY ENDING BALANCE** (continued)

DATE	AMOUNT	DATE	AMOUNT	DATE	AMOUNT
05/17	1,654,262.18	05/22	1,642,071.30	05/28	1,604,910.86
05/20	1,649,609.18	05/23	1,619,723.11	05/30	1,599,728.20
05/21	1,643,691.68	05/24	1,613,850.61		

**SERVICE CHARGE SUMMARY**

Monthly Service Fee	\$0.00	
Other Service Charges	\$7.50	
<b>Total Service Charges</b>	<b>\$7.50</b>	Will be assessed on 6/5/24

The monthly service fee was waived on your Chase Platinum Business Checking account because you maintained the required relationship balance.

**SERVICE CHARGE DETAIL**

DESCRIPTION	VOLUME	ALLOWED	CHARGED	PRICE/ UNIT	TOTAL
<b>Monthly Service Fee</b>					
Monthly Service Fee Waived	0			\$95.00	\$0.00
<b>Other Service Charges:</b>					
<b>Electronic Credits</b>					
Electronic Items Deposited	3	Unlimited	0	\$0.40	\$0.00
<b>Credits</b>					
Non-Electronic Transactions	33	500	0	\$0.40	\$0.00
<b>Cash Management Services</b>					
Standard ACH Pmnts Initial Fee	3	0	3	\$2.50	\$7.50
Debit Block Maintenance	1	0	1	\$0.00	\$0.00
ACH Debit Block - Authorized ID	22	0	22	\$0.00	\$0.00
Online - Check Protection Exception	1	0	1	\$0.00	\$0.00
Quick Deposit Single Feed Maint	1	0	1	\$0.00	\$0.00
<b>Subtotal Other Service Charges (Will be assessed on 6/5/24)</b>					<b>\$7.50</b>

ACCOUNT 000000529823372

**Other Service Charges:**

<b>Electronic Credits</b>	
Electronic Items Deposited	3
<b>Credits</b>	
Non-Electronic Transactions	33
<b>Cash Management Services</b>	
Standard ACH Pmnts Initial Fee	3
Debit Block Maintenance	1
ACH Debit Block - Authorized ID	22
Online - Check Protection Exception	1
Quick Deposit Single Feed Maint	1

Reminder: Fees associated with ACH Payments, Real Time Payments, Same Day ACH, ACH Collections and Chase QuickDeposit<sup>SM</sup> are based on previous month activity.



May 01, 2024 through May 31, 2024  
Account Number: **000000529823372**

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**For personal accounts only:** We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. Be prepared to give us the following information:

- Your name and account number;
- A description of the error or the transaction you are unsure about, and why you think it is an error or want more information; and
- The amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days for new accounts) to do this, we will credit your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation.

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**JPMorgan Chase Bank, N.A. Member FDIC**

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May 01, 2024 through May 31, 2024  
Account Number: **000000529823372**

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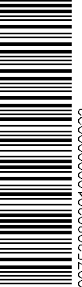
JPMorgan Chase Bank, N.A.  
P O Box 182051  
Columbus, OH 43218 - 2051

June 01, 2024 through June 28, 2024  
Account Number: **000000529823372**

**CUSTOMER SERVICE INFORMATION**

Web site: **www.Chase.com**  
Service Center: **1-877-425-8100**  
Para Espanol: **1-888-622-4273**  
International Calls: **1-713-262-1679**  
We accept operator relay calls

00075308 DRE 703 210 18524 NNNNNNNNNNN 1 000000000 Z9 0000  
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE  
OPERATING ACCOUNT  
222 E HARVARD ST  
GLENDALE CA 91205-1017



00753080301000000023

**CHECKING SUMMARY**

Chase Platinum Business Checking

	INSTANCES	AMOUNT
<b>Beginning Balance</b>		<b>\$1,599,728.20</b>
Deposits and Additions	14	2,311,152.22
Checks Paid	21	-83,601.43
Electronic Withdrawals	25	-2,014,175.82
Fees	1	-7.50
<b>Ending Balance</b>	<b>61</b>	<b>\$1,813,095.67</b>

Your Chase Platinum Business Checking account provides:

- No transaction fees for unlimited electronic deposits (including ACH, ATM, wire, Chase Quick Deposit)
- 500 debits and non-electronic deposits (those made via check or cash in branches) per statement cycle
- \$25,000 in cash deposits per statement cycle
- Unlimited return deposited items with no fee

There are additional fee waivers and benefits associated with your account – please refer to your Deposit Account Agreement for more information.

**DEPOSITS AND ADDITIONS**

DATE	DESCRIPTION	AMOUNT
06/10	Transfer From CD Xxxxxxxx9018	\$2,015,182.22
06/11	Remote Online Deposit 1	168,873.00
06/11	Remote Online Deposit 1	44,000.00
06/11	Remote Online Deposit 1	4,718.00
06/11	Remote Online Deposit 1	4,062.00
06/11	Remote Online Deposit 1	3,328.00
06/11	Remote Online Deposit 1	2,626.00
06/11	Reversal of Check 1189	1,200.00
06/25	Remote Online Deposit 1	33,750.00
06/25	Remote Online Deposit 1	2,408.00
06/25	Remote Online Deposit 1	2,255.00
06/25	Reversal of Check 1582	750.00
06/27	Reversal of Check 8655667	19,550.00
06/28	Reversal of Check 8909	8,450.00
<b>Total Deposits and Additions</b>		<b>\$2,311,152.22</b>



**CHECKS PAID**

CHECK NO.	DESCRIPTION	DATE PAID	AMOUNT
1182 ^		06/03	\$4,725.00
1183 ^		06/03	5,692.50
1184 ^		06/10	5,872.50
1186 * ^		06/17	780.00
1188 * ^		06/24	4,725.00
1189 ^		06/10	1,200.00
1189 * ^		06/17	4,725.00
1190 ^		06/20	1,371.00
1191 ^		06/17	983.00
1193 * ^		06/18	2,500.00
1194 ^		06/18	4,725.00
1196 * ^		06/17	5,872.50
1197 ^		06/17	4,050.00
1198 ^		06/24	4,000.00
1199 ^		06/17	445.00
1200 ^		06/14	24.93
1204 * ^		06/28	160.00
1206 * ^		06/28	3,000.00
1582 * ^		06/24	750.00
8909 * ^		06/27	8,450.00
8655667 * ^		06/26	19,550.00
<b>Total Checks Paid</b>			<b>\$83,601.43</b>

If you see a description in the Checks Paid section, it means that we received only electronic information about the check, not the original or an image of the check. As a result, we're not able to return the check to you or show you an image.

\* All of your recent checks may not be on this statement, either because they haven't cleared yet or they were listed on one of your previous statements.

^ An image of this check may be available for you to view on Chase.com.

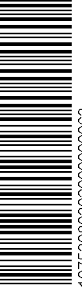
**ELECTRONIC WITHDRAWALS**

DATE	DESCRIPTION	AMOUNT
06/04	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:1800 Sec:CCD Trace#:042000019750929 Eed:240604 Ind ID:7503917825 Ind Name:Southern California Li 100000017547018 Pab Trn: 1569750929Tc	\$5,479.90
06/04	Orig CO Name:+Lincoln Nationa Orig ID:6203950959 Desc Date: CO Entry Descr:EDI Pymntssec:CCD Trace#:091000019750926 Eed:240604 Ind ID:Xifx9Srrgv Ind Name:Southern California Li Rmr*IV*910000112101431253444Ardis-P Re\ EDI Trn: 1569750926Tc	101.65
06/06	Orig CO Name:Paychex - Rcx Orig ID:1161124166 Desc Date: CO Entry Descr:Payroll Sec:CCD Trace#:111000025100635 Eed:240606 Ind ID:07673200000718X Ind Name:Southern California Li Payx-Rcx-Boa Trn: 1585100635Tc	14,396.57
06/06	Orig CO Name:Paychex Tps Orig ID:1161124166 Desc Date:060524 CO Entry Descr:Taxes Sec:CCD Trace#:021000025100633 Eed:240606 Ind ID:07670900000952X Ind Name:Southern California Li 38574 Trn: 1585100633Tc	4,548.62
06/10	Orig CO Name:Paychex Eib Orig ID:1161124166 Desc Date:240610 CO Entry Descr:Invoice Sec:CCD Trace#:021000023504797 Eed:240610 Ind ID:X07516500035256 Ind Name:Southern California Trn: 1623504797Tc	224.40
06/11	06/11 Online ACH Payment 11134635258 To Scldelivery (_#####3792)	2,397.00



**ELECTRONIC WITHDRAWALS** (continued)

DATE	DESCRIPTION	AMOUNT
06/12	Orig CO Name:Jpmcc Orig ID:3133604093 Desc Date:Jun 24 CO Entry Descr:Banklink Sec:PPD Trace#:021000022883358 Eed:240612 Ind ID:031-05744-13 Ind Name:Southern California Li Buy 500000 7381344 United Stat Es T 2024 Trn: 1642883358Tc	493,443.47
06/12	Orig CO Name:Jpmcc Orig ID:3133604093 Desc Date:Jun 24 CO Entry Descr:Banklink Sec:PPD Trace#:021000022883360 Eed:240612 Ind ID:031-05744-13 Ind Name:Southern California Li Buy 500000 7381370 United Stat Es T 2024 Trn: 1642883360Tc	491,593.32
06/12	Orig CO Name:Jpmcc Orig ID:3133604093 Desc Date:Jun 24 CO Entry Descr:Banklink Sec:PPD Trace#:021000022883362 Eed:240612 Ind ID:031-05744-13 Ind Name:Southern California Li Buy 500000 7381364 United Stat Es T 2024 Trn: 1642883362Tc	477,404.62
06/13	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:3100 Sec:CCD Trace#:042000015949253 Eed:240613 Ind ID:7503917825 Ind Name:Southern California Li 100000017541751 Cur Trn: 1655949253Tc	1,996.73
06/13	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:1900 Sec:CCD Trace#:011000025949258 Eed:240613 Ind ID:7503917825 Ind Name:Southern California Li 100000017560831 Irc Trn: 1655949258Tc	1,749.21
06/13	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:3100 Sec:CCD Trace#:042000015949255 Eed:240613 Ind ID:7503917825 Ind Name:Southern California Li 100000017541786 Cur Trn: 1655949255Tc	1,436.72
06/13	Orig CO Name:Jpmcc Orig ID:3133604093 Desc Date:Jun 24 CO Entry Descr:Banklink Sec:PPD Trace#:021000028763509 Eed:240613 Ind ID:031-05744-13 Ind Name:Southern California Li Buy 500000 7381372 United Stat Es T 2024 Trn: 1658763509Tc	487,210.71
06/14	Orig CO Name:Paychex-Hrs Orig ID:2555124166 Desc Date: CO Entry Descr:Hrs Pmt Sec:CCD Trace#:021000020580338 Eed:240614 Ind ID:45906189 Ind Name:Southern California Trn: 1660580338Tc	184.00
06/17	Orig CO Name:Progent Corporat Orig ID:1273846756 Desc Date:240614 CO Entry Descr:8007939400Sec:CCD Trace#:091000016600139 Eed:240617 Ind ID:9622286596 Ind Name:Southern California Li 20240614073001Pgcach Trn: 1696600139Tc	275.00
06/17	Orig CO Name:American Express Orig ID:9493560001 Desc Date:240617 CO Entry Descr:ACH Pmt Sec:CCD Trace#:021000029832924 Eed:240617 Ind ID:A5280 Ind Name:Christine Powers Am Trn: 1699832924Tc	2,146.25
06/20	Orig CO Name:Paychex-Oab Orig ID:1161124166 Desc Date: CO Entry Descr:Invoice Sec:CCD Trace#:021000024849191 Eed:240620 Ind ID:07801600014337X Ind Name:Southern Califor Paychex-Oab Trn: 1724849191Tc	128.00
06/20	Orig CO Name:Paychex - Rcx Orig ID:1161124166 Desc Date: CO Entry Descr:Payroll Sec:CCD Trace#:111000020806641 Eed:240620 Ind ID:07827200000035X Ind Name:Southern California Li Payx-Rcx-Boa Trn: 1720806641Tc	14,396.59
06/21	Orig CO Name:Paychex Tps Orig ID:1161124166 Desc Date:061924 CO Entry Descr:Taxes Sec:CCD Trace#:021000020274962 Eed:240621 Ind ID:07829200003050X Ind Name:Southern California Li 38615 Trn: 1730274962Tc	4,548.60
06/21	Orig CO Name:Mastercard Orig ID:1465106539 Desc Date: CO Entry Descr:Payment Sec:Web Trace#:091000011890586 Eed:240621 Ind ID:547544Xxxxx9920 Ind Name:BI Acct 00001010-10000 Trn: 1731890586Tc	1,109.80
06/25	06/25 Online ACH Payment 11136032185 To Scldelivery (_#####3792)	2,397.00
06/27	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:3100 Sec:CCD Trace#:042000015272053 Eed:240627 Ind ID:7503917825 Ind Name:Southern California Li 100000017541767 Cur Trn: 1795272053Tc	1,996.73



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**ELECTRONIC WITHDRAWALS** (continued)

DATE	DESCRIPTION	AMOUNT
06/27	Orig CO Name: Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:1900 Sec:CCD Trace#:011000025272058 Eed:240627 Ind ID:7503917825 Ind Name:Southern California Li 100000017579041 Irc Trn: 1795272058Tc	1,749.21
06/27	Orig CO Name: Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:3100 Sec:CCD Trace#:042000015272055 Eed:240627 Ind ID:7503917825 Ind Name:Southern California Li 100000017541810 Cur Trn: 1795272055Tc	1,436.72
06/28	Orig CO Name: Amtrust NA Orig ID:9578755001 Desc Date:Jun 27 CO Entry Descr:Payment Sec:CCD Trace#:021000027316054 Eed:240628 Ind ID:38226522 Ind Name:Southern California Li Trn: 1807316054Tc	1,825.00
<b>Total Electronic Withdrawals</b>		<b>\$2,014,175.82</b>

**FEES**

DATE	DESCRIPTION	AMOUNT
06/05	Service Charges For The Month of May	\$7.50
<b>Total Fees</b>		<b>\$7.50</b>

**DAILY ENDING BALANCE**

DATE	AMOUNT	DATE	AMOUNT	DATE	AMOUNT
06/03	\$1,589,310.70	06/12	2,336,630.37	06/21	1,795,972.33
06/04	1,583,729.15	06/13	1,844,237.00	06/24	1,786,497.33
06/05	1,583,721.65	06/14	1,844,028.07	06/25	1,823,263.33
06/06	1,564,776.46	06/17	1,824,751.32	06/26	1,803,713.33
06/10	3,572,661.78	06/18	1,817,526.32	06/27	1,809,630.67
06/11	3,799,071.78	06/20	1,801,630.73	06/28	1,813,095.67

**SERVICE CHARGE SUMMARY**

Monthly Service Fee	\$0.00
Other Service Charges	\$17.50
<b>Total Service Charges</b>	<b>\$17.50</b> Will be assessed on 7/3/24

The monthly service fee was waived on your Chase Platinum Business Checking account because you maintained the required relationship balance.

**SERVICE CHARGE DETAIL**

DESCRIPTION	VOLUME	ALLOWED	CHARGED	PRICE/ UNIT	TOTAL
<b>Monthly Service Fee</b>					
Monthly Service Fee Waived	0			\$95.00	\$0.00
<b>Other Service Charges:</b>					
<b>Electronic Credits</b>					
Electronic Items Deposited	9	Unlimited	0	\$0.40	\$0.00
Electronic Credits	1	Unlimited	0	\$0.40	\$0.00
<b>Credits</b>					
Non-Electronic Transactions	44	500	0	\$0.40	\$0.00
<b>Cash Management Services</b>					
Standard ACH Pmnts Initial Fee	7	0	7	\$2.50	\$17.50
Debit Block Maintenance	1	0	1	\$0.00	\$0.00
ACH Debit Block - Authorized ID	22	0	22	\$0.00	\$0.00



**SERVICE CHARGE DETAIL** (continued)

DESCRIPTION	VOLUME	ALLOWED	CHARGED	PRICE/ UNIT	TOTAL
Online - Check Protection Exception	1	0	1	\$0.00	\$0.00
Online - Check Protection Return Item	1	0	1	\$0.00	\$0.00
Quick Deposit Single Feed Maint	1	0	1	\$0.00	\$0.00
<b>Subtotal Other Service Charges (Will be assessed on 7/3/24)</b>					<b>\$17.50</b>

ACCOUNT 000000529823372

**Other Service Charges:**

**Electronic Credits**

Electronic Items Deposited	9
Electronic Credits	1

**Credits**

Non-Electronic Transactions	44
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**Cash Management Services**

Standard ACH Pmnts Initial Fee	7
Debit Block Maintenance	1
ACH Debit Block - Authorized ID	22
Online - Check Protection Exception	1
Online - Check Protection Return Item	1
Quick Deposit Single Feed Maint	1

Reminder: Fees associated with ACH Payments, Real Time Payments, Same Day ACH, ACH Collections and Chase QuickDeposit<sup>SM</sup> are based on previous month activity.

**IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:**

Call us at 1-866-564-2262 or write us at the address on the front of this statement immediately if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt.

**For personal accounts only:** We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. Be prepared to give us the following information:

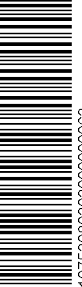
- Your name and account number;
- A description of the error or the transaction you are unsure about, and why you think it is an error or want more information; and
- The amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days for new accounts) to do this, we will credit your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation.

**For business accounts,** see your deposit account agreement or other applicable agreements that govern your account for details.

**IN CASE OF ERRORS OR QUESTIONS ABOUT NON-ELECTRONIC FUNDS TRANSFERS:** Contact us immediately if your statement is incorrect or if you need more information about any non-electronic funds transfers on this statement. For more details, see your deposit account agreement or other applicable agreements that govern your account.

**JPMorgan Chase Bank, N.A. Member FDIC**



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June 01, 2024 through June 28, 2024  
Account Number: **000000529823372**

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**REPORT TO THE EXECUTIVE COMMITTEE**  
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: August 22, 2024  
FROM: Andy Beck, Controller

SUBJECT: **Review of 2025 Health Premiums (ACTION)**

**BACKGROUND:** Southern California Library Cooperative (SCLC) employees eligible for medical insurance receive a monthly allowance to be used toward medical insurance premiums. Currently, one out of the four SCLC employees is enrolled in the CalPERS Health Plan. CalPERS increases health premiums annually effective January 1<sup>st</sup>. The last health premium allowance increase from \$896.33/month to \$949.15/month was approved on August 23, 2023, by the Administrative Council for the 2024 calendar year. This health premium increase was split 50/50 between employees and SCLC, and was the first time that employees were asked to split the increased cost.

The exhibit included with this report reflects calendar year 2025 health premium increases for CalPERS Health Plans. For the SCLC active employee, the premium increase totaled 8.96%. The financial burden to the SCLC employee would be an additional \$42.23 per pay period. To negate this financial burden in proportion to the increase in health premiums, the health premium allowance would need to increase \$42.23 per pay period to \$480.30 per pay period, or \$1,040.64 per month. Alternatively, the financial burden can be split equally between the employee and SCLC resulting in an increase of \$21.12 per pay period to \$459.19 or \$994.90 per month.

**FISCAL IMPACT:** Increasing the current health premium allowance to cover the entire increase (\$42.23/pay period or \$91.50/month) would increase SCLC's cost by \$4,392 for the 2025 calendar year (4 actives x \$91.50/month = \$366.00/month).

Alternatively, increasing the current health premium allowance to cover half of the increase (\$21.12/pay period or \$45.76/month) would increase SCLC's cost by \$2,196 for the 2025 calendar year (4 actives x \$45.76/month = \$183.04/month).

RECOMMENDATION: Recommend to the Administrative Council the increase of SCLC's health premium allowance by \$45.76/month or \$91.50/month, effective January 1, 2025, to address increasing health care premiums.

EXHIBITS:

- a. CalPERS 2025 Health Premium

**July Board of Administration Offsite**  
**Statewide 2025 Premiums Per Subscriber Per Month (PSPM)**  
**State & California State University Members**

Basic Plans	2024			2025			Percent Change
	Single	2-Party	Family	Single	2-Party	Family	
Anthem Blue Cross Select HMO	\$925.57	\$1,851.14	\$2,406.48	\$1,021.71	\$2,043.42	\$2,656.45	10.39%
Anthem Blue Cross Traditional HMO	\$1,197.94	\$2,395.88	\$3,114.64	\$1,309.07	\$2,618.14	\$3,403.58	9.28%
Blue Shield Access+ HMO	\$892.49	\$1,784.98	\$2,320.47	\$965.86	\$1,931.72	\$2,511.24	8.22%
Blue Shield Trio HMO	\$810.24	\$1,620.48	\$2,106.62	\$909.10	\$1,818.20	\$2,363.66	12.20%
Health Net Salud y Más	\$656.96	\$1,313.92	\$1,708.10	\$753.72	\$1,507.44	\$1,959.67	14.73%
Kaiser Permanente	\$964.15	\$1,928.30	\$2,506.79	\$1,045.20	\$2,090.40	\$2,717.52	8.41%
Kaiser Permanente Out of State	\$1,312.45	\$2,624.90	\$3,412.37	\$1,422.26	\$2,844.52	\$3,697.88	8.37%
Sharp Performance Plus	\$833.24	\$1,666.48	\$2,166.42	\$868.45	\$1,736.90	\$2,257.97	4.23%
UnitedHealthcare SignatureValue Alliance	\$882.98	\$1,765.96	\$2,295.75	\$961.35	\$1,922.70	\$2,499.51	8.88%
UnitedHealthcare SignatureValue Harmony	\$763.70	\$1,527.40	\$1,985.62	\$820.13	\$1,640.26	\$2,132.34	7.39%
Western Health Advantage HMO	\$807.23	\$1,614.46	\$2,098.80	\$914.27	\$1,828.54	\$2,377.10	13.26%
<b>Basic HMO Weighted Average</b>							<b>8.72%</b>
PERS Gold	\$859.31	\$1,718.62	\$2,234.21	\$943.70	\$1,887.40	\$2,453.62	9.82%
PERS Platinum	\$1,215.87	\$2,431.74	\$3,161.26	\$1,335.30	\$2,670.60	\$3,471.78	9.82%
<b>Basic PPO Weighted Average</b>							<b>9.82%</b>

**Total Basic Weighted Average**

**9.08%**

**July Board of Administration Offsite**  
**Statewide 2025 Premiums Per Subscriber Per Month (PSPM)**  
**State, Public Agencies, and Schools Members**

Medicare Plans	2024			2025			Percent Change
	Single	2-Party	Family	Single	2-Party	Family	
Anthem Medicare Preferred PPO	\$405.83	\$811.66	\$1,217.49	\$487.56	\$975.12	\$1,462.68	20.14%
Blue Shield Medicare PPO (Nationwide)	\$392.68	\$785.36	\$1,178.04	\$448.28	\$896.56	\$1,344.84	14.16%
Kaiser Permanente Senior Advantage	\$324.79	\$649.58	\$974.37	\$343.08	\$686.16	\$1,029.24	5.63%
Kaiser Permanente Senior Advantage Summit	\$386.55	\$773.10	\$1,159.65	\$408.31	\$816.62	\$1,224.93	5.63%
Kaiser Permanente Senior Advantage Out of State	\$318.43	\$636.86	\$955.29	\$336.72	\$673.44	\$1,010.16	5.74%
Kaiser Permanente Senior Advantage Summit Out of State	\$380.21	\$760.42	\$1,140.63	\$401.97	\$803.94	\$1,205.91	5.72%
Sharp Direct Advantage HMO	\$256.53	\$513.06	\$769.59	\$272.44	\$544.88	\$817.32	6.20%
UnitedHealthcare Group Medicare Advantage PPO (Nationwide)	\$341.72	\$683.44	\$1,025.16	\$442.25	\$884.50	\$1,326.75	29.42%
<b>Medicare Advantage Weighted Average</b>							<b>12.58%</b>
PERS Gold	\$406.60	\$813.20	\$1,219.80	\$546.13	\$1,092.26	\$1,638.39	34.32%
PERS Platinum (Nationwide)	\$448.15	\$896.30	\$1,344.45	\$584.70	\$1,169.40	\$1,754.10	30.47%
<b>Medicare Supplement Weighted Average</b>							<b>30.59%</b>

**Total Medicare Weighted Average**

**22.55%**

**July Board of Administration Offsite**

**Regional 2025 Premiums Per Subscriber Per Month (PSPM)**

**Public Agency & School Members**

Basic Plans	2024			2025			Percent Change
	Single	2-Party	Family	Single	2-Party	Family	
<b>Basic Premiums - Region 1</b>							
Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Glenn, Humboldt, Lake, Lassen, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Placer, Plumas, Sacramento, San Benito, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tuolumne, Yolo and Yuba							
Anthem Blue Cross Select HMO	\$1,138.86	\$2,277.72	\$2,961.04	\$1,256.65	\$2,513.30	\$3,267.29	10.34%
Anthem Blue Cross Traditional HMO	\$1,339.70	\$2,679.40	\$3,483.22	\$1,500.40	\$3,000.80	\$3,901.04	12.00%
Blue Shield Access+ HMO	\$1,076.84	\$2,153.68	\$2,799.78	\$1,170.17	\$2,340.34	\$3,042.44	8.67%
Blue Shield Trio HMO	\$946.84	\$1,893.68	\$2,461.78	\$1,134.79	\$2,269.58	\$2,950.45	19.85%
Kaiser Permanente	\$1,021.41	\$2,042.82	\$2,655.67	\$1,112.90	\$2,225.80	\$2,893.54	8.96%
PERS Gold	\$914.82	\$1,829.64	\$2,378.53	\$1,013.70	\$2,027.40	\$2,635.62	10.81%
PERS Platinum	\$1,314.27	\$2,628.54	\$3,417.10	\$1,476.10	\$2,952.20	\$3,837.86	12.31%
UnitedHealthcare SignatureValue Alliance	\$1,091.13	\$2,182.26	\$2,836.94	\$1,184.58	\$2,369.16	\$3,079.91	8.56%
UnitedHealthcare SignatureValue Harmony	\$937.39	\$1,874.78	\$2,437.21	\$1,005.02	\$2,010.04	\$2,613.05	7.21%
Western Health Advantage HMO	\$807.23	\$1,614.46	\$2,098.80	\$914.27	\$1,828.54	\$2,377.10	13.26%
<b>Basic Premiums - Region 2</b>							
Fresno, Imperial, Inyo, Kern, Kings, Madera, Orange, San Diego, San Luis Obispo, Santa Barbara, Tulare and Ventura							
Anthem Blue Cross Select HMO	\$807.71	\$1,615.42	\$2,100.05	\$919.00	\$1,838.00	\$2,389.40	13.78%
Anthem Blue Cross Traditional HMO	\$1,034.38	\$2,068.76	\$2,689.39	\$1,110.97	\$2,221.94	\$2,888.52	7.40%
Blue Shield Access+ HMO	\$869.14	\$1,738.28	\$2,259.76	\$948.53	\$1,897.06	\$2,466.18	9.13%
Blue Shield Trio HMO	\$810.24	\$1,620.48	\$2,106.62	\$909.10	\$1,818.20	\$2,363.66	12.20%
Health Net Salud y Más	\$684.77	\$1,369.54	\$1,780.40	\$823.49	\$1,646.98	\$2,141.07	20.26%
Kaiser Permanente	\$904.95	\$1,809.90	\$2,352.87	\$944.34	\$1,888.68	\$2,455.28	4.35%
PERS Gold	\$799.44	\$1,598.88	\$2,078.54	\$864.75	\$1,729.50	\$2,248.35	8.17%
PERS Platinum	\$1,151.50	\$2,303.00	\$2,993.90	\$1,258.76	\$2,517.52	\$3,272.78	9.31%
Sharp Performance Plus	\$833.24	\$1,666.48	\$2,166.42	\$868.45	\$1,736.90	\$2,257.97	4.23%
UnitedHealthcare SignatureValue Alliance	\$837.88	\$1,675.76	\$2,178.49	\$890.66	\$1,781.32	\$2,315.72	6.30%
UnitedHealthcare SignatureValue Harmony	\$792.65	\$1,585.30	\$2,060.89	\$819.64	\$1,639.28	\$2,131.06	3.41%
<b>Basic Premiums - Region 3</b>							
Los Angeles, Riverside and San Bernardino							
Anthem Blue Cross Select HMO	\$841.13	\$1,682.26	\$2,186.94	\$916.88	\$1,833.76	\$2,383.89	9.01%
Anthem Blue Cross Traditional HMO	\$1,012.67	\$2,025.34	\$2,632.94	\$1,065.46	\$2,130.92	\$2,770.20	5.21%
Blue Shield Access+ HMO	\$756.65	\$1,513.30	\$1,967.29	\$828.48	\$1,656.96	\$2,154.05	9.49%
Blue Shield Trio HMO	\$704.69	\$1,409.38	\$1,832.19	\$738.11	\$1,476.22	\$1,919.09	4.74%
Health Net Salud y Más	\$630.13	\$1,260.26	\$1,638.34	\$714.40	\$1,428.80	\$1,857.44	13.37%
Kaiser Permanente	\$865.41	\$1,730.82	\$2,250.07	\$926.52	\$1,853.04	\$2,408.95	7.06%
PERS Gold	\$785.28	\$1,570.56	\$2,041.73	\$868.15	\$1,736.30	\$2,257.19	10.55%
PERS Platinum	\$1,131.47	\$2,262.94	\$2,941.82	\$1,263.73	\$2,527.46	\$3,285.70	11.69%
UnitedHealthcare SignatureValue Alliance	\$826.44	\$1,652.88	\$2,148.74	\$866.40	\$1,732.80	\$2,252.64	4.84%
UnitedHealthcare SignatureValue Harmony	\$734.76	\$1,469.52	\$1,910.38	\$756.28	\$1,512.56	\$1,966.33	2.93%
<b>Basic Premiums - Out of State</b>							
Kaiser Permanente Out of State	\$1,312.45	\$2,624.90	\$3,412.37	\$1,422.26	\$2,844.52	\$3,697.88	8.37%
PERS Platinum	\$1,146.86	\$2,293.72	\$2,981.84	\$1,244.55	\$2,489.10	\$3,235.83	8.52%





**REPORT TO THE EXECUTIVE COMMITTEE**  
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: August 22, 2024  
FROM: Christine Powers, Executive Director

**SUBJECT: Mentorship Program Update and Approval of Materials (ACTION)**

**BACKGROUND:** The Administrative Council of the Southern California Library Cooperative (SCLC) established the Leadership and Professional Development Committee in August 2023 to emphasize building future library leaders, creating professional development opportunities for the member library systems, and facilitating network and relationship-building between member systems, including the implementation of a mentorship program. This Committee will allow experienced library staff to mentor others, strengthen leadership skills, create meaningful relationships between library cultures in a cost-effective manner, and support and strengthen SCLC's initiatives and objectives, as laid out in its Strategic Plan.

At its first meeting, held on April 22, 2024, the Committee established the SCLC Mentorship Program, and provided feedback on the framework of the program. Feedback from this discussion included the following:

- Establish a goal for the program.
- Regarding enrollment, encourage inclusiveness, but ultimately leave it up to each Administrative Council member to promote the program within their respective library systems.
- Would ideally like to have a one-to-one pairing for mentors and mentees, although it may be possible to have one mentor for two mentees, if desired.
- Partners are free to choose where to meet, and should aim to meet at least once a month, up to two hours per month.
- The program will run from January to September 30 of each year.
- Have supervisors sign off on mentee participation.

Based on the feedback received during that meeting, application and recruitment materials were developed and approved by the Committee during their last meeting in July. The Committee also established two ad hoc committees: one that will review

applications and pair mentors to mentees, and another that will work to establish training materials for mentors and mentees.

Another item for consideration by the Administrative Council is a waiver that participating member libraries would sign to hold SCLC harmless of any claims that may arise. Should there be interest in requiring such a waiver, SCLC's legal counsel can draft one, and staff will work with each Administrative Council member to obtain a signed waiver before their staff participates in the Mentorship Program.

FISCAL IMPACT: None

RECOMMENDATION: Recommend to the Administrative Council the approval of the materials provided in the Exhibit of this report and provide feedback on member waivers.

EXHIBITS:

- a. Recruitment Flyer
- b. Mentor Application
- c. Mentee Application
- d. Mentorship Agreement



## SCLC Mentorship Benefits & Program Description

### What are the benefits of participating in the SCLC Mentorship Program?

Mentorship is a valuable relationship that contributes to both personal and professional development. Mentorship programs offer valuable benefits for both mentors and mentees. Workers with mentors report high job satisfaction – 91% of those with mentors feel satisfied with their jobs compared to those without. Mentorship programs also provide personal career development for both mentors and mentees, as mentorship fosters personal growth, expands networks, and enhances professional skills for both parties. Organizations with mentorship programs also often experience better employee retention rates. While this program spans dozens of library systems, the goal is to improve retention in the library field.

As more and more library professionals are reaching the age of retirement, it is essential that current library managers are engaging in succession planning for their industry. Through mentorship programs like this, managers from across the 40 SCLC library systems can connect with library staff that are seeking coaching in the variety of library specializations, services and departments that are found throughout these public library buildings and administrative teams.

### Why become a mentee?

Mentorship programs offer several benefits for mentees:

- Guidance and Support: Mentees receive personalized guidance from experienced mentors. They can seek advice on career decisions, skill development, and personal growth.
- Skill Development: Mentees learn from their mentor's expertise, gaining practical skills and knowledge.
- Networking Opportunities: Through their mentor, mentees gain access to a broader professional network, which can lead to job opportunities and connections.
- Increased Confidence: Having a mentor who believes in their abilities boosts mentees' self-confidence.
- Career Development: Mentees learn about career paths, industry trends, and potential growth opportunities.
- Emotional Support: Mentors provide encouragement during challenging times and help mentees navigate workplace dynamics.

## **Why become a mentor?**

Mentorship programs offer several benefits for mentors:

- Leadership Development: As mentors, current library managers can enhance their leadership skills by guiding and supporting mentees.
- Personal Fulfillment: Helping others succeed brings a sense of fulfillment and purpose.
- Networking: Mentors expand their professional network through mentee's connections.
- Skill Refinement: Teaching and advising mentees sharpen mentors' own skills.
- Fresh Perspectives: Mentors gain insights from mentees, fostering creativity and growth.

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## **Program Description**

### **Program Duration**

The Mentorship program will run from January 1 through September 30 of each year.

### **Application Period**

Applications will be accepted from October 1 - 31 for the following year's program.

### **Mentor/Mentee Pairing Process and Notifications**

Mentors and mentees will be paired by the Leadership & Professional Development Committee in November after the application period closes. Notifications of the pairings will be sent out to mentors and mentees in December.

### **Mentorship Agreement Form**

Once paired and notified, the mentor and mentee will fill out the Mentorship Agreement Form that identified their goals of the program, and frequency and length of their meetings. This form will also need to be approved by the mentee's manager or supervisor.

### **Meeting Expectations**

Successful mentorship is achieved by regular meetings and communication. Mentors and mentees are encouraged to meet once to twice a month, although this will be established at the discretion of each pair.

**Remember, mentorship is a mutually rewarding relationship!**



### SCLC Mentorship Application: Mentor

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Full Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

What organization do you currently work for? \_\_\_\_\_

What is your current position? \_\_\_\_\_

What school(s) did you graduate from? (If you don't have a degree, please write N/A)

\_\_\_\_\_

Are you willing to have a long-distance mentee (i.e. provide virtual mentorship)? \_\_\_\_\_

Would you be willing to have multiple mentees (2 max)? \_\_\_\_\_

What interests you about being a mentor? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What are your areas of expertise? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**SCLC Mentorship Application: Mentee**

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Full Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Email: \_\_\_\_\_  
\_\_\_\_\_

What is your current position? \_\_\_\_\_

Are you currently in school? If so, please list the school you are attending:  
\_\_\_\_\_

Are you willing to have a long-distance mentor, i.e. provide virtual mentorship? \_\_\_\_\_

What interests you about being a mentee? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What qualities and skillsets are you looking for in a mentor? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you already have a mentor in mind, please list their name. (Keep in mind, we are unable to guarantee that you will be paired with this person) \_\_\_\_\_

What experience(s) do you hope to gain by participating in this program? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## SCLC Mentorship Agreement Form

### Introduction

As a mentor and mentee of the SCLC Mentorship Program, we are voluntarily entering into a mentoring relationship from which we expect mutual benefits and investment. We want this to be a rewarding, rich experience with our time together focused on the professional development of the mentee and the growth of our relationship. With this goal in mind, we have agreed upon the terms and conditions of our relationship as outlined in this agreement.

### Goals

We hope to achieve...	To accomplish this, we will...

### Privacy

Mentors and mentees will keep information shared through the mentoring relationship private. If there is any inappropriate interactions or behavior, mentors or mentees are obligated to report this to the SCLC Executive Director immediately.

### Frequency of Meetings

We will attempt to meet at least \_\_\_\_\_ time(s) a week / every other week / per month for \_\_\_\_\_ hour(s). If we cannot attend a scheduled meeting, we agree to notify one another in advance.

### Duration of Relationship

The SCLC Mentorship program begins on January 1 and is completed on September 30 of each year.

**No Fault Termination**

We are committed to frequent, open, and honest communication in our relationship. We will discuss and attempt to resolve any conflicts as they arise. If, however, one of us needs to terminate the relationship for any reason, we agree to abide by one another's decision and report this to the SCLC Executive Director immediately.

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**Mentor Printed Name** \_\_\_\_\_

**Mentor Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Mentor Printed Name** \_\_\_\_\_

**Mentor Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

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**Mentee's Manager or Library System Administration Authorization**

I approve of \_\_\_\_\_ participating in the SCLC Mentorship Program  
(Mentee Name)

from January 1 - September 30, \_\_\_\_\_ in the terms set above in this agreement.  
(Year)

**Mentee's Manager Printed Name** \_\_\_\_\_

**Mentee's Manager Signature** \_\_\_\_\_

**Date** \_\_\_\_\_